

Section 1. ZONING CHANGE APPLICATION

DEFINITION:

An application for a legislative change of an existing comprehensive zoning ordinance authorized by Chapter 30 "Zoning", Section 30.702m. Two separate public hearings are held for the purpose of determining whether the proposed zoning change demonstrates:

- consistency and compatibility with the current Master Plan, with surrounding zoning districts, and with site and surrounding uses;
- protection of the health, safety and welfare of the general public; **AND/OR**
- protection and preservation of the property rights of the owner(s) of all real property affected by the proposed change in zoning districts.

PURPOSE:

To review a proposed zoning change request to determine:

- whether the proposed zoning is appropriate for the site for which it is requested; **AND**
- whether it meets the above criteria in whole or in part.

SUBMITTAL REQUIREMENTS:

A complete Development Package (DP) must be submitted to the Development Department no later than the first working day of the month (or no less than 25 days prior to the City Council meeting when hearings are scheduled separately). **Proper City staff review of this application is dependent upon the accuracy of information provided. Any inaccurate or inadequate information provided by you or your agent may delay the proper review of your project and/or cause the return of this application.**

The DP consists of:

- Five copies of completed application with notarized signature (mailing list does not need to be copied five times);
- Fee based on property acreage and hearings required (see fee schedule below);
- Five 8 1/2" x 11" zoning location maps (folded if 24" x 36");
- Copy of the filed plat **OR** field notes and map of survey, containing metes and bounds description tied to block corner with surveyor's seal;
- Five copies of the Land Use Statement detailing purpose of request;
- Certified mailing list with corresponding self-addressed mailing labels for property owners within 200 feet of the subject site; **AND**
- Five copies of the Traffic Impact Analysis, if required.

APPROVAL PROCESS:

- Interdepartmental staff review provided to applicant (a maximum of five working days);
- Notice of public hearing mailed to adjacent property owners within 200 feet of the subject tract and published in the official city newspaper a minimum of 15 days prior to the scheduled meeting;
- Resolution of all review comments by applicant and resubmittal of DP no later than 10:00 a.m. on Tuesday of the week preceding the Zoning Commission meeting (if you are required to amend and resubmit initial documents, resubmittal of five sets of information is required for subsequent review by officials);
- Zoning Commission review of the case information and public hearing held - Fourth Tuesday of the month, recommendation considered;
- City Council review of the case information and public hearing held - First Tuesday of the following month, approval or disapproval considered; **AND**
- Property receives zoning change, if approved, and official City zoning map is amended.

TIME LIMITATIONS:

No application for the rezoning of any land shall be received or filed with the Commission if within six months prior thereto, an application was received or filed on the same property. This time restriction shall apply whether said zoning application was withdrawn before or after action by the Commission and whether or not final hearing and action had been filed by the Leon Valley City Council.

Additionally, all new commercial construction within the City of Leon Valley requires a Specific Use Permit. This Permit is a separate application that also requires two separate public hearings. More information may be obtained from the Development Department.

FEE SCHEDULE:

| ACREAGE | COMMISSION HEARING | COUNCIL HEARING | TOTAL |
|-----------------------------|--------------------|-----------------|-------------|
| 1.0 or less | \$ 290.00 | \$ 290.00 | \$ 580.00 |
| over 1.0 and up to 10.0 | \$ 480.00 | \$ 480.00 | \$ 960.00 |
| over 10.0 and up to 25.0 | \$ 725.00 | \$ 725.00 | \$ 1,450.00 |
| over 25.0 | \$ 850.00 | \$ 850.00 | \$ 1,700.00 |

Copies of the Zoning ordinance may be obtained from the
Development Department of Leon Valley City Hall.

APPLICATION FOR ZONING CHANGE, CASE NO. ZC ____ -

PRINT (IN BLACK) OR TYPE

| |
|---|
| NAME OF APPLICANT: |
| ADDRESS: |
| PHONE NO: HOME () WORK () FAX () |
| STATUS: OWNER () AGENT () - If agent, attach notarized Letter of Authorization. |

PROPERTY DESCRIPTION

| |
|--|
| ADDRESS: |
| LEGAL DESCRIPTION: |
| CURRENT ZONING: REQUESTED ZONING: |
| EXISTING PROPERTY USE or STATE NONE: |
| ACREAGE AND/OR SQUARE FOOTAGE: |
| DOES OWNER OWN ADJACENT PROPERTY: YES () NO () |
| LIST EXISTING STRUCTURES: AND/OR EXISTING USES: |

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND THE ATTACHED INSTRUCTION SHEET AND KNOW THE INFORMATION I HAVE PROVIDED TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS APPLICATION WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A ZONING CHANGE DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING THE USE OF THE PROPERTY.

STATE OF _____
COUNTY OF _____

SIGNATURE OF APPLICANT and DATE
(Owner or Authorized Agent)

BEFORE ME, A Notary Public in and for _____, on this date personally appeared _____ (Applicant) who duly states that all facts in this application are true to the best of his knowledge.

SWORN TO and **SUBSCRIBED** before me this _____ day of _____, 19____.

SEAL

NOTARY PUBLIC
My Commission expires:_____

MAILING LIST OF PROPERTY OWNERS TO BE NOTIFIED

1. Please print/type names and addresses of the applicant, representative, property owners, and all owners of all property within 200 feet of the subject site listed with Bexar County Appraisal Rolls (as indicated on the map you are providing).
2. The names listed below should be keyed to the map, indicating the specific property owned.
3. Provide the City with corresponding **pre-addressed labels of property owners** listed below.

NOTE: If a property owner holds more than one lot (same mailing address for different lots), make only one mailing label for that property owner and write "Same Owner as #___" on the attached mailing list.

I certify that the names, addresses and zip codes listed below are those listed on the current Bexar County Tax Roll.

Signed: _____
Owner/Agent

Sworn to and subscribed before me this the _____ day of _____ of 199_.

Notary Public and for the State of Texas

Appointment Expires: _____.

APPLICANT: _____

ADDRESS: _____

REPRESENTATIVE: _____

ADDRESS: _____

PROPERTY OWNER: _____

ADDRESS: _____

| # | PROPERTY OWNERS' NAMES AND FULL ADDRESSES | LOT | BLK | CB (NCB) | ACREAGE AND PROPERTY DESCRIPTION & TAX ID NUMBER |
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